

# **DEPARTMENT OF HEALTH OCCUPATIONAL THERAPY PRACTICE BOARD MEETING MINUTES**

Friday, April 25, 2003

Department of Health, CenterPoint, 20435 72<sup>nd</sup> Avenue S., Suite 200, Kent, WA.

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On April 25, 2003, the Occupational Therapy Practice Board met at the Department of Health, CenterPoint, 20435 72<sup>nd</sup> Avenue S., Suite 200, Kent, WA. In accordance with the Open Public Meetings Act, notices were sent to individuals requesting notification of meetings.

## **MEMBERS PRESENT**

WENDY HOLMES, OT, CHAIR  
CATHERINE WHITING, OT, VICE CHAIR  
D. JILL PETRIE, COTA  
MARK LEHNER, OT  
KENNETH WILLIAMS, PUBLIC MEMBER

## **STAFF PRESENT**

KRIS WAIDELY, PROGRAM MANAGER  
KRISTIN HAMILTON, PROGRAM MANAGER  
CHRIS SWANSON, AAG  
MARGARET GILBERT, STAFF ATTORNEY  
PAM LOVINGER, REGULATORY MANAGER

## **GUESTS PRESENT**

DEBBIE HAMMOND, WOTA LIAISON

## **OPEN SESSION**

### **1. CALL TO ORDER – 9:00 am**

- 1.1 Approval of Agenda  
The Agenda was approved as published with the addition of information regarding the WOTA Annual Conference.
- 1.2 Approval of Meeting Minutes  
Minutes approved as presented.

### **2. INTRODUCTION OF NEW BOARD MEMBERS**

Ms. Holmes welcomed the new Board members, and all of the members introduced themselves, as did the staff present.

### **3. THE ROLE OF THE STAFF ATTORNEY**

Margaret Gilbert, Lead Staff Attorney, provided an overview of the role of the Department of Health Staff Attorney in the disciplinary case review process. Ms. Gilbert provided handouts for the Board regarding case disposition options, staff attorney responsibilities, disciplinary case timelines, and case disposition guidelines.

**4. REPORT ON NATIONAL BOARD FOR CERTIFICATION IN OCCUPATIONAL THERAPY INC. (NBCOT), NINTH ANNUAL STATE REGULATORY CONFERENCE**

Catherine Whiting, OT, provided a report to the Board regarding the NBCOT Ninth Annual State Regulatory Conference that she attended in Louisville, KY, on April 11-12, 2003.

Some of the topics discussed were re-certification, rule writing, professional dedication, differences between states' requirements and scopes, continuing competency, recruitment of new people into the profession, and NBCOT credentials review information.

**5. RULES DRAFTING PROCESS**

Pam Lovinger, Acting Executive Director, provided the Board with a brief overview of the rules drafting and adoption process. Ms. Lovinger explained the interaction between Regulatory Reform requirements, and existing laws and rules in the rule-making process, as well as the Department of Health processes and guidelines.

**6. COTA ISSUE**

D. Jill Petrie, COTA, discussed with the Board issues regarding supervision of OT Aides. Some school districts appear to be treating OT Aides as COTAS without the certification. This is happening more in Eastern Washington school districts because the districts are not hiring COTAs so OTs are overwhelmed and paraprofessionals are being treated to do OTA work. This matter will be further discussed during rule making.

**7. BOARD POLICY REVIEW DISCUSSION**

The Board reviewed current policies and began discussions concerning policies that need to be revised or updated.

**8. OPERATING AGREEMENT**

The Board reviewed and discussed the current operating agreement between the Secretary of the Department of Health and Boards and Commissions. The Board will review this further at the next Board meeting.

**9. PROGRAM REPORT**

**9.1** Case Disposition Guidelines was handed out to the Board to assist with reviewing disciplinary cases.

**9.2** Ms. Waidely provided a brief overview of the Board travel process.

**9.3** Preparation for upcoming board meetings/meeting dates  
Summer board meeting will be on July 25, beginning at 10:00 am, in Yakima.

Fall board meeting will be in Spokane on October 11, 2003.

**9.4** Ms. Hamilton will provide a written report to the Board when the budget has been corrected (no later than June).

**9.5** Provided for the Board's Information

- HPQA Update from Bonnie King, Acting Director
- AOTA Aides Guidelines
- AOTA Guide for Supervision
- AOTA Model State Regulation for Supervision of Occupational Therapy Assistants and Aides
- Parameters for Appropriate Supervision of the Occupational Therapy Assistant
- Roles and Responsibilities of the Occupational Therapist and the Occupational Therapy Assistant During the Delivery of Occupational Therapy Services
- Model Continuing Competence Guidelines for Occupational Therapists and Occupational Therapy Assistants: A Resource for State Regulatory Boards

**10. LETTER FROM SUSAN KNOEPKER, COTA/L**

The Board reviewed and discussed the letter received from Susan Knoepker.

**11. INVOLVEMENT AT WOTA CONFERENCE**

The Board reviewed and discussed the e-mail from Kathy Stewart of WOTA regarding the Board presentation at the October WOTA conference in Spokane. The Board will present at the WOTA conference on Saturday, October 11, 2003 from 12:00 – 1:00. The Board would like to hold a rules workgroup meeting following their presentation.

**12. RULES**

The Board began drafting rules for WAC 246-847-010(1) Definitions and WAC 246-847-065 Continued Competency.

Prior to the closed session, a plaque was presented to Sharon Greenberg, OT, in honor of her service to the Board.

***CLOSED SESSION***

**13. REVIEW OF APPLICATIONS**

- Applicant A: Application approved.

**14. DISCIPLINARY CASE REVIEWS**

- Case No. 2002-08-0001OC – Kimberly Gibson, OTA  
Case No. 2002-08-0002OT – Diana Arends, OT  
ACTION: Case closed, no violation.
- Case No. 2003-01-0002OT – Thomas Primavera, OT  
ACTION: Issue Notice of Correction (Previously decided SOA/STID)

**15. CONTINUING EDUCATION AUDITS**

Audit A – acceptable

Audit B - acceptable

Audit C – acceptable

Audit D – unacceptable hours were completed outside of the reporting time frame. A complaint will be opened and the file will be forwarded to the legal unit for issuance of a Notice of Correction.

Audit E – acceptable

Audit F – acceptable

Audit G – acceptable

Audit H – acceptable

Audit I – acceptable

Audit J – acceptable

Audit K – acceptable

Audit L – acceptable

**16. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 4:40 p.m.

Respectfully submitted:

Approved:

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Signature on file

Kris Waidely  
Program Manager

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Signature on file

Wendy Holmes, OT, Chair  
Occupational Therapy Practice Board